

Portfolio Management Task Order 19-001

Title: PMTO 19-001 - HANFORD Site-Wide Contractor Assurance System

Implementation Support Phase 3

Revision Number: 1

Date: September 17, 2018

Start: October 1, 2018

Finish: May 31, 2019

1.0 DESCRIPTION

Mission Support Alliance, LLC (MSA) Portfolio Management (PFM) will provide the United States Department of Energy (DOE), Richland Operations Office (RL), Assistant Manager for Safety and Environment (AMSE) with contractor assurance system (CAS) support focused on providing development and implementation of site-wide management requirements/standards/systems for Requirements Management and Contractor Assurance.

MSA PFM will provide AMSE support in the following areas:

- Benchmark Hanford's requirements management and CAS against other DOE sites and/or industry best practices;
- Make recommendations for deployment of effective and efficient requirements management and CAS;
- Develop benchmark reports for the CAS;
- Assist with the development of a project schedule and provide periodic input;
- Perform document reviews;
- Participate in briefings and presentations;
- Make recommendations for improving RL's oversight processes;
- Develop presentation materials, including briefings, white papers, position papers, research documentation, and assessment reports, as requested;
- Integrate the testing, configuration, and implementation of the Integrated Contractor Assurance System (iCAS) business enterprise suite;
- Integrate the procurement, testing, configuration and implementation of the selected Commercial-off-the-Shelf Requirements Management tool;
- Assist with the development and implementation path forward for the Hanford site wide business Standard(s) for iCAS functions;
- Assist in the implementation of Hanford Site-wide CAS, including training development and delivery;
- Assist in the implementation of Hanford Site-wide Requirements Management System, including training development and delivery;

- Assist in the identification, standardization and implementation of Hanford CAS performance indicators and assessment effectiveness criteria;
- Assist with assessment of the prime contractors' management of requirements management and CAS implementation and effectiveness;
- Assist with development of the RL continuous improvement processes, as requested;
- Assist with implementation of the iCAS software for use by DOE-RL and DOE Office of River Protection (ORP) and future Hanford contractors; and
- Assist with implementation of the integrated Requirements Management software tool for use by DOE-RL and DOE-ORP and future Hanford contractors.

The MSA PFM will ensure that the work effort is performed in a competent, professional manner that meets established milestones and delivery schedules as negotiated with the AMSE or his designee. Work products will be thorough, accurate, appropriately documented, and comply with established criteria. Deliverables will be produced using Microsoft Office products such as Word, Excel, Project, Visio, and PowerPoint, as appropriate along with Primavera P6.

The MSA PFM will ensure that the qualified Subject Matter Expert supporting this task possesses the following educational and professional experience:

- Substantial commercial and government experience in project management, requirements management, quality assurance, contractor assurance, and performance assurance programs;
- History of successful performance in developing and leading projects and comprehensive assurance systems and management programs in commercial and government environments;
- Experience as an interpretive authority and subject matter expert for assurance system requirements in a DOE environment;
- Experience in transitioning manual requirements management processes to electronic systems (experience with DOORS™ is preferred);
- Substantial experience in developing and implementing assurance system software applications in a DOE environment;
- Substantial commercial and government experience in developing and leading process/continuous improvements, implementing change management, and effecting cultural changes within DOE program frameworks;
- Bachelor's degree in a related field of study or sufficient field experience to provide a similar base of knowledge;
- Master's Degree in Project Management is a plus;
- Project Management Professional;
- Working knowledge of DOE Office of Environmental Management missions and activities;

- Excellent communications skills;
- Proficient in Microsoft Office Word, Excel, Project, Visio, and Power Point; and
- Must be a U.S. Citizen.

2. DELIVERABLES

MSA PFM will provide the following fiscal year (FY) 2019 Phase 3 deliverables:

- (19-01) Deliver and assist in presentation of an iCAS vision presentation for DOE-RL and DOE-ORP. Develop presentation material for Energy Facility Contractors Group (EFCOG) CAS working group.
- (19-02) Prepare a Revision 1 of the Site-wide Business Standard for Contractor Assurance Systems to integrate DOE-RL and DOE-ORP implementation approaches.
- (19-03) Develop a Change Management Plan Revision 1 to guide the implementation approach for selected (new) Hanford Site Contractors.
- (19-04) Prepare a revised, integrated Oversight Requirements Table for DOE-RL, DOE-ORP and Hanford Mission Essential Services Contract in support of FY 2020 oversight activities.
- (19-05) Facilitate FY 2019 Assessment Schedule Review and Integration and quarterly performance reviews.
- (19-06) Manage and oversee User Acceptance Testing for DevonWay software.
- (19-07) Develop draft (straw man) site-wide metrics and targets to be used by DOE-RL and DOE-ORP in managing their internal work activities as well as contractor performance.
- (19-08) Deliver at least three (3) CAS Forum meetings. Subjects to be determined based on input from AMSE staff.

2.0 ASSUMPTIONS AND CONSTRAINTS

- A separate Statement of Work will be developed to estimate and manage travel costs, if any, for benchmarking activities and EFCOG working group meetings.
- Deliverables will be completed by May 31, 2019. Individual deliverable dates will be determined and agreed to by the DOE Technical Monitor and MSA PFM management. Deliverables will be provided by the subcontractor directly to RL.
- Services will be provided on either a straight 40-hour work week (4 working days per week) or on the current DOE-RL alternative work schedule. Prior written authorization will be requested from the Contracting Officer for all additional hours and the additional hours will be coordinated with RL in advance. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- It is understood that the following individuals are allowed to request services on this task order:
 - *Timothy Corbett*
 - *Stephanie Hargroves*